



## BASS MUSEUM DIRECTOR

Job Code: 6402

EEO Class Code: Officials / Administrators

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o019

### NATURE OF WORK

This is highly responsible administrative work in planning, organizing, staffing, directing, and controlling the activities of the City's Bass Museum, under the authority of the Board of Trustees of the Bass Museum. The employee in this classification is responsible for directing and supervising all activities related to the safekeeping and expansion of the Museum's Art Collection and the development and execution of all artistic, cultural, educational, administrative, development, and public relations activities. Emphasis of the work is on planning exhibitions, developing policies and short and long-range goals and objectives, evaluating the effectiveness of Museum services, meeting with a variety of user and professional organizations, including the Museum Board of Trustees, to determine public needs and ways to meet them, and resolving Museum operational problems. The incumbent exercises an extensive degree of originality, judgment, technical and professional managerial knowledge in the formulation of policies and in directing Museum operations. Supervision is exercised through subordinate professionals over technical, clerical and service employees. Direction, policy and program direction are received from the museum board of trustees who hold the incumbent responsible for the efficient and effective provision of Museum services and the professional management of Museum operations

Administrative direction is received from an Assistant City Manager, who holds the incumbent responsible for the efficient and effective provision of Museum services and the professional management of Museum operations. Policy and program direction is received from the Museum Board of Trustees.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, staffs, directs and controls all Museum activities to provide fine arts, cultural and educational programs and related activities for the citizens of and visitors to the City
- Develops Museum policies for approval by the Museum Board of Trustees and formulates procedures for carrying out such policies
- Evaluates Museum operations, programs, and services and assesses their effectiveness in meeting the needs of the public
- Directs the development of plans to provide future services
- Monitors technological developments related to the improvement of Museum collection preservation and display
- Develops short and long-range plans for the collection, exhibitions, and aesthetic education programs
- Prepares or supervises the preparation of the annual budget and administers Museum fiscal activities; attends budget meetings to justify proposed expenditures
- Solicits and secures grants, donations, gifts of art, and memberships
- Develops short and long-range goals for increased funding; implements such plans
- Plans numerous staff, Trustee, and Volunteer meetings
- Prepares reports and coordinates committee activities
- Directs the Museum public relations program
- Serves as liaison to press and media
- Speaks before organizations and on professional panels
- Represents the Museum locally, nationally and internationally
- Serves on the Board and Committees and on professional panels
- Performs related work as required

## KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of modern methods of Museum administration
- Thorough knowledge of fine arts presentation and education
- Thorough knowledge of the principles of public and business administration
- Thorough knowledge of supervisory principles and practices
- Thorough knowledge of the cultural and fine arts needs of the City of Miami Beach or the ability to acquire such knowledge
- Thorough knowledge of the applicable local laws, ordinances, and regulations pertaining to the Bass Museum or the ability to acquire such knowledge
- Ability to use professional knowledge of the principles of management and public administration to formulate Museum policy and control Museum activities
- Ability to plan, organize, direct, and control, either directly or by delegation of authority, the work of subordinates in a manner conducive to full performance and high morale
- Ability to evaluate the impact of alternative courses of action on Museum operations and evaluate circumstances of a new or unprecedented nature
- Ability to devise and install rules, regulations, and procedures, and to evaluate their effectiveness
- Ability to evaluate programs to determine if Museum goals, objectives, and standards are being met
- Ability to redirect priorities and resources as necessary
- Ability to establish and maintain effective working relationships with City officials, officials of other agencies, Museum Board of Trustees, other employees, other Museum professionals, representatives of the media, and the general public
- Ability to express ideas and information clearly and concisely, using excellent English, both verbally and in writing, to groups as well as to individuals

## MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a Master's Degree in Art, Art History, Art Education, Museum Administration, or equivalent
- Extensive responsible supervisory experience with considerable experience in Museum operations or administration or equal
- Experience can substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General direction is received from the Museum Board
- Incumbent exercises a great deal of independent judgment

## SUPERVISION EXERCISED

- Supervises Assistant Bass Museum Director, Curator and Curator of Education and through them the balance of the Museum staff
- Coordinates and oversees volunteer activities
- Incumbent is held responsible for their work